



# REAL ESTATE COMMISSION

## APPRAISER LICENSING & CERTIFICATION BOARD

### JOB VACANCY ANNOUNCEMENT

(LEGAL ASSISTANT)

#### Texas Appraiser Licensing & Certification Board Standards & Enforcement Services Division

<b>Job Posting Number:</b>	1610-02-TALCB	<b>Monthly Salary:</b>	\$3,300.00-\$3,625.00
<b>State Classification:</b>	Legal Assistant III	<b>Class No., Group:</b>	3576, B19
<b>Location:</b>	Austin	<b>FLSA Status:</b>	Nonexempt
<b>Work Week:</b>	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	<b>Travel:</b>	None
<b>Posting Date:</b>	October 26, 2015	<b>Closing Date:</b>	Until Filled
<b>Job Summary:</b>	Serve as a legal assistant in the Texas Appraiser Licensing & Certification Board's (TALCB) Standards & Enforcement Services Division. Review and analyze new complaints against real estate appraisers and appraisal management companies. Assist attorneys and investigators with case management. Input and maintain database information related to complaint cases. Assist attorneys and investigators in preparing cases for trial and draft legal documents. Research and apply applicable statutes and rules. May supervise the work of others.		
<b>Minimum Education:</b>	Graduation from an accredited four-year college or university. One year work experience related to the job duties may substitute for one year of college, up to a four year substitution.		
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Minimum three years of legal assistant or paralegal work experience in litigation and/or case management setting</li><li>• Experience managing a case load and preparing cases for contested hearings</li></ul>		
<b>Job Duties:</b>	<ul style="list-style-type: none"><li>• Review and analyse consumer complaints to determine jurisdiction, alleged violations and appropriate course of action</li><li>• Input and maintain complaint case information in VERSA database</li><li>• Prepare statistical and other data reports using PowerPoint, Word and Excel</li><li>• Prepare documents related to complaint openings, and case resolutions</li><li>• Assist attorneys with successful case management and preparation for contested case hearings</li><li>• Answer phone calls and respond to e-mails on wide range of case-related issues and inquiries</li><li>• May respond to Texas Public Information Act requests (under the Chapter 552, Government Code), corresponding Texas Attorney General rules and related agency guidelines</li></ul>		
<b>Knowledge, Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Knowledge of policies, practices, procedures and legal terminology related to court system or the State Office of Administrative Hearings, including the administrative procedures act, the Texas rules of civil procedure and evidence</li><li>• Knowledge of legal terminology, principles, procedures, documents and forms</li><li>• Knowledge file management and modern office practices and ability to use paperless filing systems and electronic records maintenance</li><li>• Knowledge of word processing and other software programs</li><li>• Knowledge of business letter writing, grammar and punctuation, and report preparation</li><li>• Proficient computer skills in Microsoft Word, Excel, and PowerPoint; and database programs</li><li>• Skill in applying tact and diplomacy with others to gain cooperation and compliance</li><li>• Ability to research, analyse and apply statutes and rules</li><li>• Ability to plan, organize and work independently, as well as within a team environment</li><li>• Ability to adapt and multi-task while delivering quality results in a timely manner</li><li>• Ability to work effectively in high-pressure situations under strict deadlines with extreme attention to detail</li><li>• Ability to communicate effectively in a professional manner</li><li>• Ability to plan and arrange workload to meet schedules and deadlines</li><li>• Ability to learn the laws, regulations, and rules pertaining to regulation of real estate appraisers and appraisal management companies</li></ul>		

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**(LEGAL ASSISTANT)**  
**Texas Appraiser Licensing & Certification Board**  
**Standards & Enforcement Services Division**  
**(Continued)**

- Preferred Qualifications:**
- Five to seven years of relevant legal assistant/paralegal experience preferably in a government agency or law firm, corporate counsel office, legal-aid or family legal office
  - Five to seven years of experience managing litigation cases, regulatory complaint cases and/or investigative cases
  - Experience using VERSA database
  - Knowledge of Texas Public Information Act laws and corresponding rules promulgated by the Texas attorney general
  - Knowledge of the Texas Appraiser Licensing & Certification Act and Texas Appraisal Management Company Act and the Rules of the Texas Appraiser Licensing and Certification Board
  - Paralegal certification

**Additional Requirements:** Resume and cover letter detailing how your experience fits the duties of this position

Copies of college transcripts and paralegal certificate (if applicable) must be provided before an interview is conducted

**Environmental & Physical Conditions:** Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

**Military Crosswalk information:** [http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

**To Apply:** Submit a complete (no blanks) State of Texas Employment Application to: [human.resources@trec.texas.gov](mailto:human.resources@trec.texas.gov)

**Contact:** Michelle Fiorentini, Human Resources 512-936-3586



TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

TREC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Applicants who possess a valid Texas Real Estate License will be required to place their license in an "Inactive" status.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.